

Codes Enforcement Officer - Plans Reviewer

Dept: **Building Inspections**

FLSA Status: **Non-Exempt**

General Definition of Work

Performs difficult skilled technical work reviewing plans for and inspecting residential and commercial buildings compliance with county ordinances and state building codes, and related work as apparent or assigned. Work is performed under the general direction of the Building Codes Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Acts as a Codes Enforcement Officer - Building Inspections.
- Examines plans and specifications of commercial industrial, public or other major developments to ensure compliance with state building codes and ordinances.
- Reviews plans; approves building permits; and verifies permits have been issued by appropriate state agencies.
- Meets with homeowners, architects, engineers and contractors and their representatives to explain code requirements and perform preliminary plan reviews.
- Provides information pertaining to building regulations, receives complaints and answers questions relating to the regulation of construction or installation of buildings, energy, electrical, plumbing and mechanical.
- Assists building inspectors in the field with difficult or unusual code requirements or as required.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of state building codes, laws and ordinances; thorough knowledge of standard office equipment, hardware and software; general skill operating standard motor vehicles; general skill using standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to apply algebra, geometry and statistical analysis when preparing reports and records; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public; ability to be firm in enforcing building codes; ability to establish and maintain effective working relationships with associates.

Education and Experience

Associates/Technical degree with coursework in business, construction management, or related field and six or more years experience working in engineering, architecture, construction management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires reaching with hands and arms and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or

Codes Enforcement Officer - Plans Reviewer

crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Standard Inspection Certificate from the North Carolina Code Officials Qualification Board in at least three (3) trades (building, mechanical, plumbing, electrical) within two (2) years of hire.
- North Carolina Notary Public
- Valid North Carolina driver's license within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

Codes Enforcement Officer - Plans Reviewer

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date